

Export Control Information for Foreign Travel

The United States is committed to encourage technology exchanges that are consistent with U.S. national security and nuclear nonproliferation objectives. The Laboratory must abide by all export control laws and regulations. You and the Laboratory can be held liable for improperly transferring controlled technologies. This document, while not comprehensive, is intended to provide a reminder of your responsibilities relevant to travelling abroad. You can find complete guidance in the Argonne Guide to Exporting through the [Export Controls](#) link at the bottom of the ANL Homepage.

To ensure that you do not run the risk of illegally exporting sensitive information or technology when travelling abroad, keep the following guidelines in mind:

- An export can occur through a variety of means beyond the obvious shipment of physical items, including **oral communications**, **written documentation**, or **transfer** of U.S. computer software to foreign nationals. Technology transfers to foreign nationals while they are visiting the United States or other countries or while you are visiting their country are considered exports.
- If your presentations or discussions will provide information not already publicly available concerning the development, production, or use of export controlled material, equipment, or technologies, you may require an export license. If you are not sure, contact the Export Control Coordinator (ECC)¹. The ECC can help you determine if you need a license and help you acquire one if needed.
- If you do not obtain an export license prior to your trip, verify that the technology, information, and/or commodities fall into one or more of the following categories prior to transfer:
 - Fundamental Research and Information Resulting from Fundamental Research
 - Published Information and Software (Publicly Available)
 - Education Information
 - Patent Applications

If the information, technology, on/or commodities do not fall into one of these categories, please contact the Export Control Coordinator (ECC) at Argonne-East or the Export Control Liaison at Argonne-West for guidance.

Additional Tips:

- Whenever possible, personal items should be shipped separately from Laboratory-owned property.
- If you hand-carry Laboratory property, retain all shipping-related paper work with you both when departing from and returning to the United States. The ECC will help you acquire and complete the necessary paper work.
- Backup important laptop data and carry separately from your laptop when returning from foreign travel.

¹ Contact the Export Control Coordinator at Argonne-East, on extension 2-2701, or the Export Control Liaison at Argonne-West, on extension 3-7495, for assistance.